

Executive Registry
65-6371

29 OCT 1965

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The Honorable Leonard Marks
Director
United States Information Agency
Washington, D. C. 20547

Dear Leonard:

I regret that other commitments prevented both you and Hew Ryan from addressing our Midcareer Executive Development Course. We conduct three such courses a year, and perhaps we will be fortunate enough to find an open spot on your schedules at some future date. We will sure try.

Please convey our thanks to Joe Kitchin whose excellent presentation on the programs of the USIA suited perfectly the needs of our Midcareerists.

Sincerely,

/s/ Richard Helms

Richard Helms
Deputy Director

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ORIGINATOR:

/s/ Matthew Baird (on orig)
Director of Training

26 Oct 65
Date

10150
CONCUR:

/s/ R. L. B. (on orig)
Deputy Director for Support

29 Oct 65
Date

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MEMORANDUM FOR: Mr. H. H. H.

Attached is a proposed letter for your signature to
The Honorable Leonard Marks, Director of USIA,
expressing regret that he and Hew Ryan could not
address the Midcareer Course and conveying thanks
to Joe Kitchin who made the presentation on programs
of USIA.

Request your signature.

STAT


R. L. Bannerman

29 OCT 65
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